

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	
September 28, 2015	Vacancy Announcement – Temporary NIV Assistant	

POSITION: Temporary Non Immigrant Visa Assistant

OPENING DATE: September 28, 2015

CLOSING DATE: October 12, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): SEK 354,243 p.a.
(Position Grade: FSN-7).

STARTING DATE: As soon as possible

LENGTH OF HIRE: Until April 1, 2016

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is seeking an individual for the position of Non Immigrant Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

Performs full range of visa processing work including reviewing applications, performing data entry, capturing photos, and printing visas. Has joint responsibility to ensure that all applications are received, reviewed for fraud, entered, and processed according to a relatively complicated set of laws and procedures so that the Consular Officer can make decisions and ensure that the legal requirements of the application have been met. Responsible for making sure that inquiries received by fax and (e)mail are answered promptly, courteously, and correctly. Assists Consular Associate with Priority Desk requests for expedited interview appointments and handling of problem cases.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education

Secondary school degree required.

Prior Work Experience

Two years of office work with high level of responsibility, or one year of U.S. Embassy experience, or six months of consular-related work experience. Prior experience with computers.

Language proficiency:

Level 4 (Fluent) Speaking/Reading/Writing English is required.

Skills and Abilities

Ability to organize each day in an effective manner based on workload. Ability to prioritize tasks based on urgency and chronology as well as to be flexible when required to drop the task at hand in order to assist officers with pressing matters. Ability to work independently and under pressure. Ability to draft correspondence regarding cases, and to detect possible fraud.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 55 44

CLOSING DATE FOR THIS POSITION: October 12, 2015

The US Mission in Stockholm provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.